

Culver CITY


ATTACHMENT 1

2020 JAN 22 PM 1:28

INTEROFFICE MEMORANDUM

DATE: December 13, 2019

TO: John Nachbar, City Manager

FROM: Charles D. Herbertson, Director of Public Works/City Engineer 

SUBJECT: Public Works Department - Maintenance Operations Division
"Employee of the Half-Year" Merit Day Award to Michael Machado

CC: Serena Wright, Assistant City Manager (for inclusion in Mike Machado's personnel file)
Mike Machado, Street Maintenance Crew Leader
Eric Mirzaian, Maintenance Operations Manager

At the Public Works Department semi-annual recognition celebration held on December 12, 2019, Eric Mirzaian presented Michael Machado, Street Maintenance Crew Leader, with the Public Works Department Maintenance Operations Division Employee of the Half-Year award. This award was given in acknowledgement of Mr. Machado's exemplary work performance during the period May 2019 – October 2019.

As a Street Maintenance Crew Leader, Mr. Machado is the supervisor of the Concrete Crew and his leadership has led to the end result of all the newly constructed and re-constructed concrete infrastructure in the public right-of-way that is assigned to maintenance staff. The work of the Concrete Crew also includes the various concrete ADA passages and drinking fountain sub-structure in our City parks.

Additionally, Mr. Machado's crew will respond to any emergency or urgent matters that we experience throughout the year in the Maintenance Operations Division. With his crew's ability, such matters are completed in a safe and efficient manner.

Mr. Machado is also a dedicated member of our street maintenance after-hours stand by first responders. Mr. Machado is a lifelong Culver City resident who has dedicated nearly forty years of service to the constituents of the City of Culver City.

In recognition of Mr. Machado's outstanding effort during this six-month period, I recommend he receive one (1) working day off with pay, pursuant to Civil Service Rule 15, *Employee Recognition and Incentive Program for Outstanding Job Performance*: Sections 2a, 3b and 3d.

Upon approval, please sign and return to Charles Herbertson:



Approved
John Nachbar, City Manager